



Request for City Council Committee Action From the Department of Human Resources

Date: June 3, 2002

To: Ways & Means Committee

Prepared or Submitted by: Amy Hirsch/Timothy Giles Phone: 673-3344

Approved by: _____
Ann Eilbracht
Director, Human Resources

John Moir
City Coordinator

Subject: **Reclassification of Director, Neighborhood Services and
related salary ordinance**

Recommendation:

- 1) Reclassify the position of Director, Neighborhood Services, from Grade 13 (623 points) to Director, Community Initiatives, Grade 12 (563 points) effective April 18, 2002.
- 2) Adopt the salary ordinance for Director, Community Initiatives, effective April 18, 2002. The salary ordinance is attached for your approval.

Financial Impact (Check those that apply)

- ☐ No financial impact or Action is within current budget.
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☒ Other financial impact (Explain):
- ☐ Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

The Director, Neighborhood Services is currently an appointed position previously studied in 1994 and valued at 623 points, a grade 13 classification, with an annual pay range of \$82,940 - \$91,670. The Department of Health and Family Support reviewed the requirements related to the position and requested a classification study.

When the position was established in 1988, it held administrative responsibility for the following programs and services: Contract Management, METP, Housing Services, the Native American Community Advocate, Charitable Gambling Fund, Jump Start, the Community Resource Program, Community Crime Prevention, Center for Energy and Urban Environment and MCAA. At the time of the previous study in 1994 several of these responsibilities had transferred to other department or converted to non-profit status.

Since the last study, the position has been restructured to more accurately reflect the department's community focus. The position will report to the Commissioner of Health and Family Support and provide direct supervision for the Public Health Laboratory Manager, the Housing Advocates, Senior Citizen Ombudsman, the American Indian Advocate, and the Federal Weed and Seed program. The position will also provide indirect supervision for 19 employees.

As a result of the position re-evaluation, the position will decrease from 623 points (Grade 13) to 563 points (Grade 12). The current annual salary range will decrease from \$82,940 - \$91,670 to \$74,783 – \$82,655. The Department of Health and Family Support has sufficient funds to accommodate this recommendation. The salary schedule is attached for your convenience.

Recommendations:

- 1) Reclassify Director, Neighborhood Services, grade 13 (623 points) to Director, Community Initiatives, grade 12 (563 points).
- 2) Adopt the salary ordinance for Director, Community Initiatives, effective April, 2002. The salary ordinance is attached for your approval.

cc: Archie Carlos, Human Resources
Timothy Giles, Employee Services
Julie Schiller, Central Payroll
Mike Hebner, Classifications
Linda Webster, HRIS
File